



Request Form for Involvement of Non-Collegium Service Providers with Collegium Students

Before completing the attached form, please review the *Non-Collegium Service Providers and Agency Involvement with Collegium Students Policy*.

The purpose of this form is to provide Collegium parents/guardians a method to request a non-Collegium representative from an outside service agency to observe their child or work with their child in the school setting. Collegium recognizes the potential value of these services. This value must be weighed against the disruption and distraction that often accompanies non-Collegium adults being present in our school. This above-referenced policy establishes rules that recognize the need of parents/guardians to inform their decisions about the education of their children without unnecessarily compromising the rights of other students to a stable, safe, and disruption-free learning environment.

Completion of this form permits parents/guardians to (1) request a Non-CCS Service Provider participation at CCS and (2) allows CCS employees to communicate with and share information about this student with a school, agency, or person.

Prior to an evaluator or private agency representative being approved to work with a Collegium student, Collegium must be in receipt of the items listed below.

1. Attached form completed and returned by parent.
(*Request must be approved by the Director of Student Services.*)
2. Resume and contact information of the private evaluator or private agency representative.
3. If applicable, a copy of the state-issued professional license or certification of the private evaluator or private agency representative.
4. A copy of the private evaluator or private agency representative's PA Child Abuse Clearance, PA Criminal Record Check, and FBI Fingerprint Clearance. All clearances must be dated within one year of Collegium's receipt of the clearance. Links to obtain the clearances can be found on the Employment page of the CCS website.
5. Private evaluator or private agency representative's signed Act 24 Form and signed Receipt & Acknowledgement of Non-CCS Service Providers Manual. These are available on the Student Services page of the CCS website.

Collegium will process document and information requests in the order in which they are received and will work to do so as quickly as possible. However, processing of this request may take up to 10 school days. Please submit the form with appropriate advance notice.



Date received:

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Instructions: Please complete the form in its entirety and return to Collegium's Student Services Department (slawson@ccs.us). Parents will be contacted by Collegium after a review of the submitted form is completed.

Please Indicate: Initial Request Provider Change for Previously Approved Request

Student's Name:	
Student's Grade Level:	Student's Homeroom Teacher:
Parent's Name Making Request:	
Address:	
Phone Number:	
Email Address:	

Type of Request: (please circle)	<ul style="list-style-type: none"> • Representative from Agency (TSS, BSC, etc.) • Other, please explain: _____
Reason for Request:	
Proposed Date of Visit(s) (include frequency of schedule)	
Agency's Name:	
Contact Name for Agency:	
Agency/Provider Address:	
Agency/Provider Phone Number:	
Agency/Provider Email Address:	

I, _____, (*print parent/guardian's name*) authorize Collegium Charter School to:

- Communicate with and share information about the student listed above with the school, agency, or person listed above.
- Allow the above named non-CCS provider to participate at Collegium.

(Date)

(Signature of Parent/Guardian)

Approved Not Approved by the Director of Student Services _____